

Sand Hill River Watershed District

Job Description: District Administrator

Job Title:	Administrator
Location:	219 North Mill Street Fertile, MN
General Function:	Administration of the day to day operations of the Sand Hill River Watershed District under the general direction of the District's Board of Managers.
Salary:	\$ 50,000-\$70,000 per year plus benefits.
Accountability:	Board of Managers
Description:	<p>The District Administrator is the primary staff for the Watershed District. The Administrator is a key point of contact for the organization and the public. In this capacity, the Administrator plays the primary role of developing and maintaining positive relationships with landowners, agencies and local units of government. The Administrator is responsible for operations, project management, finances, public relations, planning and employee supervision and management.</p>
Responsibilities:	<p>OPERATIONS. This includes responsibility for managing the daily operations of the District including but not limited to: overseeing operations and maintenance of building, capital equipment and administrative needs; keeping official records, filing legal reports and documents, budgeting operations and capital improvement projects, project review and oversight, communicating with the public and public agencies and consultants hired by the District and providing professional support to the Board of Managers. <i>Specifically, the Administrator will:</i></p> <ul style="list-style-type: none">▪ Provide assistance to the Board of Managers and committees, as requested▪ Implement policies and carry out Board actions, as directed by the Board▪ Be a direct representative of the Board of Managers with authority to handle day-to-day problems▪ Generating and presenting complete watershed plans, projects, budgets, solutions and recommendations to the board▪ Make recommendations to the Board for orderly and efficient improvements of the administrative and operational procedures▪ Keep procedure manuals and policies up-to-date▪ Provide opportunities and recommendations for ongoing training for Board and staff▪ Attend meetings (local, regional, state) to keep informed on matters regarding the District▪ Provide information and assistance to residents of the District▪ Maintain and update the district web-site and its content.

FINANCIAL MANAGEMENT:

- Prepare a Treasurer’s Report for the board’s approval
- Prepare budgets, secure funding and monitor budgets for the District
- Maintain and track receivables pertaining to grant tracking reimbursements, pass through accounts, project team, RCPP, and all levy funds.
- Provide financial reports on project files
- Provide and produce and agenda for all meetings – keeping track of old and new business
- Oversight of the processing of monthly bills and seeking formal approval from the Board of Managers
- Supervise and implement all payroll processes.
 - Specific Financial Duties/Responsibilities
 - Prepare the necessary treasurer’s reports for the board meeting.
 - Reconcile the checkbook after obtaining the bank statements.
 - Prepare correspondence for board meetings and prepare a manager packet
 - Oversee the minutes of all meetings
 - Update the district web-site
 - Develop and maintain subsidiary ledgers on all Watershed District projects.
 - Deposit funds as they arrive after making copies and filing in the receipts binder.
 - Notify Board of needed maintenance items to building or premises.
 - Coordinate with the engineer for reimbursements from other agencies (DNR for ring dikes, etc.)
 - Reports for the CPA auditor.
 - Reports for the state, county, or other agencies.
 - Any other items or special projects as requested by the board.
 - All Journal Entries

PROJECT MANAGEMENT. This includes responsibility for the overall management of all projects in the District and provides regular updates to the Board of Managers regarding progress status. The Administrator helps the Board of Managers update annually and follow the guidance of the latest Watershed Management Plan, which includes initiating and maintaining effective working relationships with local, state and federal agencies and their representatives. *Specifically, the Administrator will:*

- Review all projects (as reviewed a board meetings) with individual project managers and supervise progress of all projects in the watershed.
- Maintain an excellent working relationship with local, state and federal agencies and representatives as well as with the media
- Follow the Comprehensive Watershed Management Plan

PLANNING. This includes responsibility for fiscal planning/budgeting and for obtaining the funding (through levies, and grants) required to support District operations and projects listed in the Watershed Management Plan. *Specifically, the Administrator will:*

- Prepare and implement plans for the District:
- Produce annual reports as required by statute, in a timely fashion
- Develop annual updates of the Comprehensive Watershed Management Plan, with board input

- Identify and budget for equipment, personnel and volunteer support to implement the Management Plan

EMPLOYEE SUPERVISION AND MANAGEMENT. This includes responsibility for hiring, supervising and firing District employees. The Administrator will comply with state and federal regulations and develop an employee manual that specifies employer and employee rights and responsibilities. As the primary office manager, the Administrator is responsible for maintaining an efficient office with professional employees. *Specifically, the Administrator will:*

- Identify staffing needs
- Hire staff, monitor their performance, conduct written personnel reviews, and provide assistance to help the staff to perform well
- Provide leadership and guidance to office staff, establishing and managing a clear chain of command
- Promote a positive working environment

Qualifications:

[Required/Essential]

2- or 4-year degree or experience equivalency in areas related to the duties of the job (business, management, communications, agriculture, or consulting, etc.)
Experience with engineering, construction inspection, and/or knowledge of field equipment

Experience in managing and coordinating projects and activities

Experience and proficiency in finance and business management

Experience and proficiency in web-design and public relations

Experience working with people in office and public settings

Computer skills and good working knowledge of computers/software programs (MS Excel/Word, GIS, others)

Valid Driver's License

[Preferred/Additional Considerations]

2- or 4-year degree (or considerable work-related experience) in areas related to the duties of the job (business, management, agriculture, consulting, etc.) –

Knowledge of agriculture

Knowledge of water regulations and/or some knowledge of Minnesota Drainage Law

Knowledge of watersheds and/or the Sand Hill River Watershed District

Experience with legislative affairs and public service

For Information:

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